

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Manager's Position]
[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a lunch break from [start time] to [end time] on [specific date] due to [reason for request, e.g., personal appointment, family obligation, etc.].

I will ensure that all my responsibilities are managed and that my work is up to date before I leave. I appreciate your understanding and consideration of my request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]